

1 September 2003

Personnel - General

Recruiting and Orientation Procedures

This instruction establishes the procedures the unit should follow when interacting with prospective members.

1. DEFINITIONS:

- a. Prospective Members are those persons that are interested in joining the Civil Air Patrol (CAP) and specifically D. Klitzman Composite Squadron (WI153).
- b. Recruiting Officers are those that have been designated to formally give information to prospective members about CAP and WI153.
- c. Open House refers to a day that has been reserved for prospective members to attend a squadron meeting and meet with recruiting officers. Typically this day will be on the first scheduled squadron meeting of even numbered months.
- d. Recruiting Phase refers to the three-week (three meetings) phase in which a prospective member is acclimated to the unit and what Civil Air Patrol has to offer.

2. RESPONSIBILITIES:

- a. All members are encouraged to invite members to an open house. All members should be familiar with the assigned day of each open house and refer any prospective members to arrive on that day.
- b. Recruiting Officers will be available during the open house to answer any questions and to give information on the procedures set forth for membership in the Civil Air Patrol. After the open house, recruiting officers should be available to answer any questions, however the recruiting officers should aid in directing questions to more appropriate staff.

3. RECRUITING PHASE

- a. Open House.
 1. The open house will typically be scheduled for the first meeting of the even numbered months.. The Squadron Commander will announce if there is a schedule change regarding the open house.
 2. During the open house, recruiting officers will sit down with all cadet and senior prospective members to answer questions and give information about the unit, and CAP as a whole. The recruiting video supplied by CAP-HQ should be utilized when possible.
 3. Recruiting Officers will fill out the Recruiting Report (Attachment 1) at the end of each meeting. The Recruiting Report will be placed in the Recruiting File and remain there until either the prospective member joins, indicates they are no longer interested in joining, or there is no contact for a period of one year.
 4. The open house is considered the first meeting during the Recruiting Phase.
- b. Week Two (second meeting).
 1. Prospective members will be introduced to the appropriate command staff, and will sit in on scheduled activities. The training process should be explained during this week to include the Cadet Progression Chart and/or the Senior Member Training Program and the Emergency Services training program.
 2. Prospective members will receive the appropriate application forms.
 - a. Cadet members will receive the CAPF 15 (Application for Cadet Membership), the Free Cadet Uniform voucher, and the Emergency Services Information Form, and a CAPF 60 (Emergency Notification Form)
 - b. Senior member will receive the CAPF 12 (Application for Senior Membership), the FBI Fingerprint Card, and the Emergency Services Information Form, and the CAPF 60.
- b. Week Three (Third Meeting)
 1. Prospective members will submit the application and check to the squadron commander for processing.

2. The squadron commander will meet with the prospective member. In the case the prospective member is a cadet, the parent or guardian of the cadet will also be in attendance. Any further questions will be answered during this meeting.

3. The Membership Review Committee will meet during this week to determine if the prospective member meets the requirements as listed in CAPM 39-2. If further questions need to be answered by the committee before recommendation, the committee will arrange to meet with the member as soon as possible. The committee will then submit either a written or verbal recommendation or denial for the application to proceed.

TIMOTHY B. SLATER, Capt, CAP
Squadron Commander WI-153

Attachment
1. Recruiting Report

Recruiting Information Report

To be completed by the Prospective Member:

Type: Senior _____ Cadet _____ Parent _____

Name: _____

Address: _____

City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Pager: _____

Email: _____

Interests: Aerospace Ed. _____ Cadet Programs _____
Emergency Svcs _____ Other (specify) _____



Recruiting Officer Remarks (to be completed by the RO)

Meeting 1

Meeting 2

Meeting 3

Other Comments:

